

Instructions:

1. Please complete the form below. Make sure the requestor has signed the form. Print the completed form and fax to **Jeffrey Weiner at 301-594-1151**.
2. Once approved the form will be forwarded to CIT/DCSS/DBSB (CIT Division of Computer System Services/Database Systems Branch) to grant access to the data.

REQUESTOR INFORMATION (Please print)

DATE _____	IC _____
NAME _____	CIT ACCOUNT _____
BLDG _____	CIT INITIALS _____
ROOM _____	LAN ID _____
PHONE _____	

Privacy Act:

I understand that information contained in the NIH Enterprise Directory is protected by the Privacy Act. I am requesting access to this information in order to carry out my professional agency duties. I agree that the data will be used only for authorized purposes. I agree to safeguard this information and restrict further access to only those individuals with an official need to know. I understand that if I fail to comply with these requirements, I am subject to criminal penalties.

Requestor Signature: _____

A – TYPE OF REQUEST:

- 1) _____ New Request 2) _____ Change in Access 3) _____ Delete Access
- 4) _____ Renewal of Data Access

B – Describe the purpose for this request and the intended use of the data.

C – List Institutes/Centers for which you need access.

D – On the form below, check the data elements to which you need access.

Data Element	Datatype	Description	Comments	O
HOMEFAX	VARCHAR (30)	Home facsimile number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). Can be followed by an optional bit string (formatted according to ITU-T Recommendation T.30).		
HOMEPHONE	VARCHAR (30)	Home telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). May contain extensions by following the number with a space, then 'x', immediately followed by the extension. For example, "x35".		
HOMEPOSTALADDRESS	VARCHAR (255)	Full residential postal address of a person, including street address, city, state, and zip code. Lines are separated by '\$'.		
JPEGPHOTO	LONG RAW (0)	JPEG photograph of person.	Not yet implemented	
NIHCITYOFBIRTH	VARCHAR (40)	City of birth of person.		
NIHCOMPANYNAME	VARCHAR (128)	Company affiliation of NIH contractor.		
NIHCOMPANYPHONE	VARCHAR (30)	Company phone number of NIH contractor.		
NIHCOUNTRYOFBIRTH	VARCHAR (40)	Country of birth of person.		
NIHGENDER	CHAR (1)	Gender of person.		
NIHHOMEMAIL	VARCHAR (256)	Non-work associated email address of person.		
NIHIDBADGEEXPDATE	DATE	Expiration date of person's ID badge/card key.		
NIHJEFICCASESIX	CHAR (6)	Primary key of currently linked record of foreign visitor in the NIH John E. Fogarty International Center (JEFIC) database.		
NIHJPEGPHOTODATE	DATE	Date of person's JPEG photograph.		
NIHMDSLINTOFPS2	CHAR (6)	Primary key of currently linked record in the NIH Fellowship Payment System II (FPS2).	FPS2 FELLOW_ID_NO	
NIHMDSLINTOHRDB	CHAR (9)	Primary key of currently linked record in the HHS Human Resources Database (HRDB).	SSN	
NIHMDSLINTOJEFIC	CHAR (6)	Primary key of record of foreign visitor in the NIH John E. Fogarty International Center (JEFIC) database.	JEFIC CASESIX	
NIHPERSONSTATUS	VARCHAR (255)	Status of person within the NIH directory system: <ul style="list-style-type: none"> ■ Active - person is an active entity within the system ■ Inactive - person is no longer an active entity within the system ■ Transferring - person is in the process of being transferred to another organization ■ Suspended - person's capabilities within the NIH system are limited or disabled while under review (e.g., administrative leave). 		
NIHSSN	CHAR (9)	Social security number of person.		
NIHSTATEOFBIRTH	VARCHAR (2)	State of birth of person.		
NIHUSCITIZEN	CHAR (1)	US citizenship status of person.		
PERSONALMOBILE	VARCHAR (32)	Personal mobile telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). This attribute may contain extensions by following the number by a space then 'x' then immediately followed by the extension. For example, "x35".		
PERSONALPAGER	VARCHAR (32)	Personal pager telephone number of person in full international form (initial '+' followed immediately by country code followed by space separated phone number). This attribute may contain extensions by following the number by a space then 'x' then immediately followed by the extension. For example, "x35".		

E – Is all the data being requested covered under an existing Privacy Act authorization or will the data be accessed as an extension system of NED? If covered under an existing Privacy Act authorization, please identify.

Privacy Act Officer Signature: _____

Privacy Act Officer (Printed name): _____

Enter all CIT/DCSS/DBSB accounts and CIT/DCSS/DBSB initials that will require access to the data view.

CIT/DCSS/DBSB Account	CIT/DCSS/DBSB Initials	Employee Name
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